

SECRET

28 FEB 1959

MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT : Proposed Article For The Support Bulletin

1. This memorandum contains a recommendation for action by the Acting Deputy Director (Support) as stated in paragraph 3.

2. The attached draft of an article entitled "Timely Personnel Information", has been prepared for publication in the Support Bulletin. Its purpose is to direct the attention of both field and headquarters administrative personnel to the importance of notifying the appropriate payroll offices of all actions affecting salary, allowances computed at headquarters, and allotments. The proposed article was prepared as a result of a comment made by the Audit Office on the delays in receipt of personnel documents in the Finance Division, based upon an audit of the confidential funds payrolls.

3. It is recommended that the article be approved for publication in the Support Bulletin.

  
Deputy Comptroller

25X1A

Attachment

SECRET

DD/S 51-722

7

28 FEB 1959

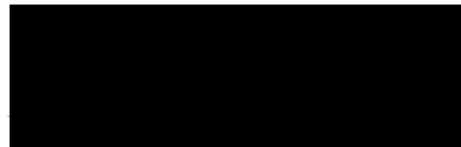
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Deputy Comptroller

**Attachment**

**Distribution:**

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1 - Signer's copy  
1 - Finance Division  
1 - Audit  
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1 - TAS Reading

TAS: BBB/nlr (25 February 1959)

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

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TAS, Office of the Comptroller  
1705 Alcott Hall, Extension 8750

NO.

DD/554-722

DATE

TO: (Officer designation, room number, and building)

DATE

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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Comptroller  
1039 Alcott Hall

28 Feb JAF

SIGNATURE

2. Assistant Comptroller  
1039 Alcott Hall

3 Mar EMO

INFO

3. Acting DD/S  
124 East Building

4.

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8		D/Comptroller		DD/S 59-722	
DATE OF DOC.	DATE REC'D	DATE OUT	EXPENSE DATE	CROSS REFERENCE OR POINT OF FILING	
2-28-59	3-2-59				
TO: Actg DD/S				ROUTING	
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SUBJ: Proposed Article For the Support Bulletin.				CRB	
(O & 1 w/att				3/3	
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				5	

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